



NBCFAE



26th ANNUAL REGIONAL TRAINING CONFERENCE

Theme: "Diversity Bridges the Gap!"

The Holiday Inn North ♦ Dayton, Ohio ♦ April 10-11, 2003

AGENDA

Wednesday ♦ April 09, 2003

1:00 p.m. – 6:00 p.m. Executive Board Meeting

8:00 p.m. Managers and New Employees Welcome – Hospitality Suite

Thursday ♦ April 10, 2003

7:00 a.m. – 7:45 a.m. On-Site Registration

8:00 a.m. – 8:45 a.m. Welcome/Opening Remarks

- Invocation
- Black National Anthem
- Carolyn Perkins – Chapter President
- Ramone Crowe, Jr. – Regional President
- Cecelia Hunziker – Great Lakes Regional Administrator

8:45 a.m. – 9:00 a.m. Refreshment Break

Time	Session A	Session B	Session C
9:00 - 12:00 p.m.	The Qualifications Analysis Process	How to Protect the Accuracy of Your Persona Credit	Small Business Workshop 9:00 a.m.-5:00 p.m.
Description	Understand how qualification analysis is conducted in HR to determine qualified candidates.	Participants will learn how to protect the accuracy and security of personal credit information, and effectively manage and improve their credit rating.	Provide participants with valuable information on how to obtain contracts with government agencies as well as resources on securing grants and loans to operate your small business.

12:00 pm - 1:00 pm Lunch

Time	Session A	Session B	Session C
1:00 - 3:00 p.m.	Leadership Skills for Non-Supervisors	Pre-Retirement: Are You Prepared?	Small Business Workshop 9:00 a.m. -5:00 p.m.
Description	Identify your leadership skills. Participants will discover you don't have to be a supervisor to be a leader.	Provide participants with valuable information on how to successfully prepare for retirement, by reviewing their current state of employment.	Provide participants with valuable information on how to obtain contracts with government agencies as well as resources on securing grants and loans to operate your small business.

Thursday ♦ April 10, 2003

3:00 – 5:00 p.m.	When Opportunity Knocks, Are You Ready?	The Demystifying Mediation and the EEO Process	Small Business Workshop 9:00pm-5:00pm
Description	Discover strategic steps for successful career growth.	This interactive workshop will provide practical information on the EEO complaint process and the alternative methods for resolving EEO complaints and other workplace disputes.	Provide participants with valuable information on how to obtain contracts with government agencies as well as resources on securing grants and loans to operate your small business.

6:30 pm – 9:30 pm.....NBCFAE Regional Members Business Meeting

Friday ♦ April 11, 2003

7:00 a.m. – 7:45 a.m. On-Site Registration

8:00 a.m. – 8:45 a.m. Welcome/Opening Remarks

8:45 a.m. – 9:00 a.m. Refreshment Break

9:00 a.m. – 11:30 a.m. FAA Great Lakes Regional Management Team (RMT) Meeting

11:30 a.m. – 1:00 p.m. 2003 NBCFAE Award Luncheon

Time	Session A
1:00 - 4:00 p.m.	The Art of Interviewing
Description	Participants will enhance their interviewing skills by learning tips and techniques, as well as prepare for answers to anticipated interview questions.
4:00 – 5:00 p.m.	Networking